

**ATTORNEY -- Quick Reference Guide****Multi-Part Document**

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 1           | Click on <b><u>Bankruptcy</u></b> hyperlink  |
| 2           | Click <b><u>Motions/Applications</u></b>   |
| 3           | Enter the case number - click <b>Next</b>  |
| 4           | <b>Click</b> to highlight the <b>first motion</b> of the pleading from the event type list, <b>hold</b> the <b>Control Key</b> , scroll and highlight the <b>next motion</b> of the pleading - click <b>Next</b><br><b>i.e.</b> Motion for Relief from Stay and Adequate Protection  |
| 5           | <p>Select the party who is filing the motion by highlighting their name. - click <b>Next</b></p> <p><b>NOTE: If your party is not listed:</b></p> <ul style="list-style-type: none"> <li>• click <b><u>Add/Create New Party</u></b> - enter search criteria, click <b>Search</b></li> <li>• if the party's name appears: <ul style="list-style-type: none"> <li>• <b>highlight and click [select name from list]</b></li> <li>• <b>NOTE: Be sure to identify appropriate role type code</b>, click <b>Submit</b></li> </ul> </li> <li>• if the party's name does not appear: <ul style="list-style-type: none"> <li>• click <b><u>Add New Party</u></b> button</li> <li>• complete information for party</li> <li>• <b>NOTE: Be sure to identify appropriate role type code</b>, click <b>Submit</b></li> </ul> </li> <li>• Select the party filer - click <b>Next</b></li> <li>• The <b>Attorney/Party Association</b> screen will appear if a new party was added to the case.</li> <li>• Check the box to make an attorney/party association if applicable - click <b>Next</b></li> </ul> |
| 6           | <p>Enter hearing date, time and location</p> <p>Enter the <b>Objection Date</b> obtained from the calendar clerk</p> <p>If this is a consented to motion do not fill in the hearing information.</p> <p>Click <b>Next</b></p>  |
| 7           | <p>The <b>PDF Document Selection</b> screen displays. Click <b>Browse</b>, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry.</p> <p><i><b>Note:</b> If you wish to view the image before selecting, right click on the highlighted filename and click on <b>open</b>. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>  |
| 8           | Click <b>Attachments to Document</b> default option to <b>Yes</b> to attach the Proposed Order - click <b>Next</b>   |

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| 9  | Click <b>BROWSE</b> on the select one or more attachments Screen to launch the Adobe Acrobat Reader. Locate and Verify the order you wish to attach.<br>Under <b>Type</b> - select Proposed Order<br>Click <b>Add To List</b><br>Click <b>Next</b>   |
| 10 | If the pleading being filed requires a fee the <b>Fee Information</b> screen displays. Leave the <b>receipt</b> field <b>blank</b> and click <b>Next</b> to proceed with the filing and make an <b>Internet Payment</b> .                            |
| 11 | At Docket Text: Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed - click <b>Next</b>  |
| 12 | Verify <b>AGAIN</b> that the Final Docket Text is correct -<br>If correct - click <b>Next</b><br>If incorrect - click the browser <b>BACK</b> button until you find the error(s) and proceed with the event  |
| 13 | The <b>Summary of Current Charges</b> screen will popup over the Notice of Electronic Filing screen if a payment is required. Click <b>Pay Now</b> to pay the fee or click <b>Continue Filing</b> and pay the outstanding fee by the end of the day. |